



Office of the Clerk  
United States Bankruptcy Court, Northern District of California

MEMORANDUM

To: All CM/ECF Steering Committee Members

From: Wendy Kan, Recorder

Date: October 3, 2003

Subject: ***CM/ECF Steering Committee Meeting - August 22***

Attending: The Honorable Leslie J. Tchaikovsky  
Gloria L. Franklin, Clerk of Court  
Kathy Bernart, Manager, Information Technology Division  
Dennis J. Bilecki, CM/ECF Project Manager/Division Manager, Santa Rosa Division(*via teleconference*)  
Edward Emmons, CM/ECF Operations Subcommittee Chair/Chief Deputy  
Sharon Hurt, Trainer  
Elaine M. Seid, Bay Area Bankruptcy Forum Representative (*via teleconference*)  
Mike Sorgaard, Office of the United States Trustee

***Absent: Marilyn Hunt, UNIX Systems Manager, Information Technology Division***

The meeting was called to order at 1:39 p.m.

**Status of CM**

The district is making progress with the attorney event dictionary. The dictionary may be completed sometime during the week of August 25.

A business process review will be conducted for the Oakland judges.

Based on Gloria and Eddy's visit to the Santa Rosa Division, the division will commence its attorney test filer phase prior to the district-wide release of ECF. The Santa Rosa sub-test group will provide feedback on the training and system.

Judge Jaroslovsky contacted several attorneys who are interested in participating in the test phase. Gloria will meet with Dennis, Kathy and Eddy to discuss the roll out of the sub-test group. The attorney test group

will receive preliminary training on the week of August 25. The sub-test group will be allowed to file in the training database only. The attorneys currently cannot file in the ECF database.

The administrative procedures (the "Procedures") were released to the managers for review. A schedule to discuss the procedures will be developed. The managers were directed to meet with their respective judges to dovetail the procedures with chambers' operations. The procedures will be finalized by the end of December. Judge Tchaikovsky has provided her comments.

The chambers' copy policy will not be standardized. Each judge will have his/her own policy regarding copies and the policies will be posted on the court's website.

### **US Trustee Office Readiness**

The trustees will meet to discuss standardization of office procedures in anticipation of ECF. They will also work with the division managers.

The trustee events dictionary will be reviewed after the district completes its review of the attorney events dictionary.

Kathy and Dennis will participate in the trustee teleconference.

### **Update on August 21 ECF Presentation to Santa Clara Bar**

Thirty-seven attorneys attended this event. The attendees viewed a video regarding judges, trustees and attorneys' comments on ECF. The presentation was a good marketing tool.

Roger has visited law firms and identified the large filers in San Jose.

### **Miscellaneous**

Gloria contacted Jeff Rehfield of the Bay Area Bankruptcy Forum ("BABF") to request for a spot in the BABF's agenda to discuss the rollout of ECF. The district will have a 10 minute slot during the October 2 BABF presentation to discuss ECF. The bar will be notified once the agenda has been finalized.

Gloria contacted Jodi Owens regarding MCLE credits for ECF training. A question arose as to whether BABF was willing to administer the program on behalf of the court.

The Santa Clara County Bar Association provided credit for the August 21 presentation.

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Judge Jaroslovsky is registered under the court to provide MCLE credit. Judge Tchaikovsky will research to see how burdensome it will be for the court to administer MCLE credit.

There being no further business, the meeting was adjourned at 2:19 p.m. The next CM/ECF Steering Committee meeting is scheduled for 1:30 p.m., on Friday, September 26 in San Francisco.

Respectfully Submitted,

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Wendy Kan, Recorder